

Inventory Report Instructions

(NON-EXPENDABLE PERSONAL PROPERTY REPORT)

Procedure

The Inventory Report Form must be completed by **every** grantee at the end of the contract year. **Grantees must complete and submit this form even if they did not use funds to purchase equipment.** The Inventory Report must be received at the OAG by **October 31, 2011.**

Note: Equipment is defined as an article of non expendable, tangible personal property having a useful life of more than one (1) year and a per unit acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$5,000. This includes any amount awarded and expended under the equipment category.

Detailed Instructions

- 1. Grant Number:** Enter your 8-character Grant Number.
- 2. Grant Type:** Indicate the grant type (i.e. OVAG, VCLG, SAPCS-State/Federal).
- 3. Reported by:** Enter the name of the person preparing the form.
- 4. Title:** Enter the title of the person preparing the form.
- 5. Date Prepared:** Enter the date the form is prepared.
- 6. Grantee Information:** Enter the grantee name, address, and phone number.
- 7. Item/Description:** List equipment purchased and corresponding serial numbers. If your agency did not purchase equipment with OAG funds, put "NA" in this field and skip to Field 12.
- 8. Inventory Number:** Enter the corresponding inventory numbers assigned to each piece of equipment (if applicable to your agency).
- 9. Unit Cost:** Enter the cost for each piece of equipment purchased during the contract year reported.
- 10. Date Acquired:** Enter the date each piece of equipment was purchased.
- 11. Location of Inventory:** Enter the physical location of each piece of equipment being documented.
- 12. Authorized Official or Designee Signature and Date:** The person listed as the Authorized Official or Alternate Designee on the grant should sign and date the form.
- 13. Printed or Typed Name and Title:** Print or type the Authorized Official's name and title.

Original/Copy

Prepare an original for the OAG and retain one copy for your financial records.

Mail To:

**Office of the Attorney General
Grants Administration Division MC 005
P.O. Box 12548
Austin, Texas 78711-2548**

Corrections/Questions

If you have questions about the form or discover an error after mailing it in, contact your Grant Manager for assistance.